



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: July 12, 2013

Closing Date: Until Filled

Job Listing Identification Number: OCA-212-13-30

State Classification Number and Step: 5618/ B18

State Job Title: Interpreter II

FLSA Status: ☒ Exempt ☐ Non-Exempt

Agency Job Title: Interpreter II

Location: Austin, Texas

Monthly Salary Range: \$4,666.66 - \$5,086.16

Type of Job: ☒ Full Time ☐ Part Time

Remarks:

Travel Required: ☒ Yes 5% ☐ No

Job Description: Performs advanced (senior-level) interpreter work in court hearings. Work involves interpreting or translating Spanish to English and English to Spanish. Work is to be performed at a remote-site call center using telephonic or videoconferencing technology to connect with the person assisted and/or court. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Interprets consecutively from English to Spanish and Spanish to English during court interviews, hearings, and proceedings via telecommunication device.
- May interpret simultaneously during in-person court interviews, hearings, and proceedings.
- Translates documents from English to Spanish or Spanish to English.
- Coordinates or schedules interpreting services by Spanish staff interpreters or contracted interpreting services.
- Works with judges and court staff to schedule and provide interpretation services.
- Maintains records of interpreting and translating activities.
- Participates in training activities to develop and maintain interpreting skills.
- Performs related work as assigned.

Minimum Qualifications:

- Licensed by the state of Texas as a Spanish Language Court Interpreter by the Texas Department of Licensing and Regulation.
- At least two years of court interpreting experience.
- Ability to interpret consecutively and simultaneously.
- Graduation with an associate's degree from, or completion of at least two years of course work at, an accredited college or university.
- Experience and education may be substituted for one another on a year per year basis.

Preferred Qualifications:

- Graduation from an accredited four-year college or university
- Experience providing remote interpretation services.

Send completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701, fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant's response to the question regarding **Former Foster Youth** on the state application is **optional** if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Nancy Simmons, the Office of Court Administration's Human Resources Officer, at 512/936-1611.